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From: Element K tips [tips@offers.elementkjournals.com]
Sent: May 17, 2004 7:04 PM
To: akagan@emphatec.com
Subject: IME Tip: Excel 2002 provides quicker access to special paste options

Dear Microsoft Excel Tips subscriber,

Here's another useful Microsoft Excel tip from Element K Journals, your number one source for software tips and techniques.

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***** THE TIP *****

Excel 2002 provides quicker access to special paste options

In previous versions of Excel, the Paste Special dialog box was often used to perform common tasks such as converting formula results to values or transposing data. Of course, there were other ways to do such tasks, but the Paste Special approach was usually the easiest for most users. That's no longer true in Excel 2002. The major drawback the Paste Special dialog box has is that it requires a lot of steps to get straightforward results. First, you have to take a trip to the menu bar to launch it. Then, you usually have to configure some settings before you can get the results that you want. In Excel 2002, the tasks that most often instigated launching the Paste Special dialog box can be performed with an easily accessible toolbar option. To see for yourself, copy some data. Then, examine the standard Paste toolbar button. You'll see that in Excel 2002 it now has a dropdown arrow attached to it. When you click the arrow, Excel displays a menu of often-used Paste Special settings that you can apply with a single click.

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